



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: February 19, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 22, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, March 4, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's Documentation of Contract Quantities Certification must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

TM V

Administrative Control Manager  
Region 1/District 1/Construction  
Highways  
Schaumburg

Attachments  
40703

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, March 4, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's Documentation of Contract Quantities Certification must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Technical Manager V

**Salary Range:** \$6,020 - \$10,210

**Position Title:** Administrative Control Manager

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW415-23-51-202-00-01

**IPR#:** 40703

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### Office/Central Bureau/District/Work Address:

Highways/District One/Region One/Bureau of Construction/201 W Center Court, Schaumburg, IL

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### Description Of Duties:

This position is accountable within the District Bureau of Construction for coordinating the performance of a wide variety of administrative control functions relating to project documentation, approving contractor pay estimates and construction change orders, payments connected joint participation agreements, and providing support services so the Bureau's primary functions of construction supervision are facilitated.

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### Special Qualifications:

#### *The following criteria is required:*

- Documentation of Contract Quantities Certification is required at time of hire
- Valid driver's license
- Occasional districtwide travel

#### *The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of a master's degree preferably with courses in business, economics, statistics, sociology, public finance or public administration
- Extensive knowledge of Highway Construction Contract Administration including documentation of contract payment and change order processing procedures
- Detailed knowledge of Standard Specifications and Supplemental Specifications
- Five to eight years' experience managing technical staff
- Eight to ten years' experience related to construction inspection, documentation and material inspection
- Strong oral and written communication skills
- Ability to apply analytical procedures and techniques in problem solving

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### Shift/Remarks:

8:00 am – 4:15 pm / Monday - Friday (45 minute lunch)

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 27, 2015	<b>POSITION:</b>	Administrative Control Manager
<b>APPROVED BY:</b>	<i>Ann Berube</i>	<b>OFFICE/DIVISION:</b>	Highways/District One/Schaumburg
<b>CODE:</b>	PW415-23-51-202-00-01	<b>REPORTS TO:</b>	Bureau Chief of Construction

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***Position Purpose***

This position is accountable within the District Bureau of Construction for coordinating the performance of a wide variety of administrative control functions relating to project documentation, approving contractor pay estimates and construction change orders, payments connected joint participation agreements, and providing administrative support services so that the performance of Bureau's primary functions of construction supervision is facilitated.

***Dimensions***

Number of Personnel Supervised	3 Direct; 21 Indirect
Number of Construction Projects in Process	600-800
Dollar Value of Construction Projects	\$300M to \$800M
Number and Dollar Value of Utility Work in Progress	200 @ \$15M
Number of Payments to Contractor Annually	400 (approx)
Annual Number and Dollar Value of Consultant Agreements	40-60 @ \$35M to 40M

***Nature and Scope***

This position reports to the Bureau Chief of Construction as do five (5) Area Construction Supervisors, an Expressway Construction Supervisor, a FAUS Construction Supervisor and a Secretary. Reporting to this position are the Construction Services Manager, the Construction Operations Manager and the Construction Reimbursable Coordinator.

The approximately 18.5 billion vehicle miles traveled annually on the District highways, the large number of abutting local governments and the complex interconnected systems of utility facilities and local streets and highways, and the large number of subcontractors characteristically require a large number of varied construction projects which complicates the performance of the construction administrative control functions such as authentically processing change orders and contractor pay estimates, negotiating consultant construction supervision agreements and what will be included as pay items; ensuring that post construction survey reports are complete and accurate; providing proper evidence to support the Bureau's position in Court of Claims cases; projecting Bureau of Personnel requirements by determining personnel requirements for different types of projects; and coordinating the Bureau's administrative support services.

Typical problems encountered in this position include; coordinating the activities of District, State and Federal personnel in making final inspection so as to ensure prompt contractor and consultant payments; ensuring that project documentation is complete and accurate so that projects can be finalized and Federal reimbursement be promptly obtained; ensuring that proposed construction change orders are properly substantiated and the correct reasons are clearly defined; ensuring proper approvals are obtained for proposed construction change orders; ensuring contract pay estimates are properly documented so they are promptly and correctly paid; determining the scope of work to be included in consultant construction supervision agreements; ensuring that post construction survey reports are complete and accurate; providing proper evidence to support the Bureau's position in Court of Claims cases; projecting Bureau of Personnel requirements by determining personnel requirements for different types of projects; and coordinating the Bureau's administrative support services.

The greatest challenge of this position is to make sure that documentation on pay estimates and utility agreement invoices is such that the state pays and receives correct amounts of money.

The incumbent personally reviews final contract documents so as to ensure Federal reimbursement will be forthcoming and that contractors will be paid; reviews change orders to ascertain causes and recommend corrective action to District management; negotiates consultant agreements and resolves any disputed consultant payments; resolves cost allocations among the state, local agencies, utilities and railroads on joint participation agreements; supervises the preparation of the Bureau's budget and ensures the adequacy of records for controlling budgetary expenditures, prepares replies to Court of Claims interrogatories; reviews all consultant and contractor evaluations and resolves any irregularities with construction supervisors; reviews and approves contractor progress schedules and approves all job closure documents. Occasional districtwide travel may be required.

The incumbent accomplishes accountabilities through the following staff:

The Construction Operations Manager - with a staff of 8 performs active and final audit of all construction projects, including local agency Federal Aid projects.

The Construction Services Manager - with a staff of twelve (12) who perform the staff support functions for the Bureau such as requisitioning and purchasing, commodity control, equipment management and labor reporting, clerical assignment and supervision, recording keeping and filing.

Construction Reimbursable Coordinator - responsible for prompt billing and on all reimbursable agreements with utilities, railroad, local governments and private developers.

The incumbent works in accordance with all guidelines relating to contract administration but is required to exercise considerable independence in determining the authenticity and adequacy of change orders, contractor pay estimates and project documentation.

The effectiveness of this position is measured by the promptness by which projects are finalized, contractors are paid, agreement payments are received and issued, and adequacy of the support services rendered.

### ***Principal Accountabilities***

1. Ensures completeness and accuracy of project documentation.
2. Ensures compliance with participation agreements and force account work orders.
3. Ensures that contractor pay estimates are properly substantiated and that contractors are promptly paid.
4. Ensures that consultants, utilities and local governments are promptly paid.
5. Provides adequate management of equipment, commodities and clerical assignments.
6. Ensures that project files are complete, accurate and meet all Federal and State requirements.
7. Negotiates consultant construction supervision agreements.
8. Participate in the "close-out" committee to give direction to the City of Chicago in finalizing roadway projects with federal roadway funds.
9. Coaches, counsels and trains subordinates and provides the guidance and conditions necessary for them to safely perform their duties.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.